

**Send to  
School**

**Guaranteed Education Tuition Program**  
P. O. Box 43450 • Olympia, WA 98504-3450  
1-800-955-2318 • Fax 1-360-704-6200  
[www.get.wa.gov](http://www.get.wa.gov) • Email: [BenefitsInfo@hecb.wa.gov](mailto:BenefitsInfo@hecb.wa.gov)



## **School Invoice Authorization Form**

### ***Out-of-State or Private Schools***

*Submit to school and keep a copy for your records*

<b>School Name (Private or Out-Of-State)</b>	
<b>Student Information</b>	
Student Name	Student SSN (please include on invoice to ensure proper billing)
GET Account # (please include on invoice to ensure proper billing)	Student # (as assigned by the Institution)

#### **Important Information for Purchaser and Student:**

- You can use up to 125 available units per academic year in addition to any unused units rolled over from previous years. Find out how many units you have available online at [www.get.wa.gov](http://www.get.wa.gov).
- Multiply the number of units you wish to use by the current unit payout value.\* Write in the dollar amount you intend to use for each category below. (This information is used by the school to invoice GET each term.)
- Do not include units you intend to use for books, off-campus housing or other expenses you intend to have reimbursed. (For reimbursements, complete a **Reimbursement Request** online at [www.get.wa.gov](http://www.get.wa.gov).)
- \*The unit payout value for 2004-05 can be found at [www.get.wa.gov](http://www.get.wa.gov) in August 2004.

#### **GUARANTEED EDUCATION TUITION<sup>1</sup> UNIT DISTRIBUTION**

I intend to use my GET benefits as outlined below:

Total GET Dollars Available for 2004-2005:			\$
Term/Semester	\$ to be used for tuition and fees	\$ to be used for on-campus housing <sup>2</sup>	TOTAL amount I authorize school to bill GET per academic term
Fall 2004	\$	\$	\$
Winter 2005	\$	\$	\$
Spring 2005	\$	\$	\$
Summer 2005 <sup>3</sup>	\$	\$	\$
Total amount school is authorized to invoice GET for the 2004-2005 academic year			\$

I understand that it is my responsibility to monitor the available units in my GET account, as well as the balance in my school account. I agree to inform the school of any changes to the distribution of my GET units. **I understand that charges not covered by GET funds are my responsibility, and that at the discretion of the institution, late fees may accrue on past due charges.**

**I have read and I understand the above statements and I authorize the above institution to invoice the GET Program for the amounts I have listed above. I also authorize the use of my Social Security Number for identification purposes during the invoice process.**

Signature of Purchaser	Date
Signature of Beneficiary	Date

**Schools: Please see reverse side for invoicing instructions**

## Information for Schools

### **Please send all invoices to:**

Guaranteed Education Tuition Program  
P.O. Box 43450  
Olympia, WA 98504-3450  
Fax: (360) 704-6273

Note: If you have questions regarding invoicing or a student's GET funds, please call 1-800-955-2318.

### **GET Unit Payout Value:**

The 2004-2005 final unit payout value can be found online at [www.get.wa.gov](http://www.get.wa.gov) in August 2004.

### **Verifying Eligibility:**

Institutions can verify a student's GET eligibility and available units by visiting our secure eligibility roster at <https://fortress.wa.gov/hecb/secure>.

### **Further Information:**

Visit <http://www.get.wa.gov> to learn more about GET and IRS Section 529 programs.

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<sup>1</sup> The Washington Guaranteed Education Tuition Program, or GET, is a qualified tuition program under Section 529 of the Internal Revenue Service Code. Please consider this a guaranteed source of funding.

<sup>2</sup> On-Campus housing may be invoiced through the school and cannot exceed the normal amount charged by the school for room and board.

<sup>3</sup> Remaining available units may be used for summer session.